

How to Use the ITC49: IT Asset Lease Services Statewide Contract

Contract #: ITC49	Contract Duration: Through February 28, 2017
MMARS #: ITC49*	Options to renew: 1 option to renew for 1 year
Contract Manager: Anthony P. Delaney, (617) 720-3118; Anthony.Delaney@state.ma.us	
This contract contains: Supplier Diversity Program (SDP) Plan	
Last change date: April 10, 2015	

Contract Summary

This contract is for the acquisition of Operational Term Lease Financing by Commonwealth Departments and other Eligible Entities for Information Technology (IT) equipment, associated software and other peripheral equipment, and other IT assets authorized by the ITC49 Strategic Sourcing Team and the Operational Services Division. This contract is not intended to be used to purchase IT Assets; rather it is intended only for the leasing of IT Assets for their operational term, at the end of which the IT Assets return to the possession of the Contractor. The Commonwealth has other Statewide Contracts for the tax exempt lease-purchase (TELP) of IT Assets, currently PRF54.

Each Eligible Entity is responsible for executing their own forms and paying its own invoices for lease financing acquired through this Statewide Contract.

Re-opening: It is the intent of the ITC49 Strategic Sourcing Team (SST) to re-open ITC49 for the addition of new vendors at the following intervals:

- Within ten (10) business days of the initial close date of the solicitation;
- Bi-monthly during the first year of the Contract;
- Upon the annual anniversary date of the initial contract award; and/or
- Upon a decision at any time of the SST to open the solicitation up for more bid responses if the is in the best interest of the Commonwealth to do so.

The SST intends to close the enrollment period twelve (12) months prior to the end date of the contract. All contracts shall be awarded with coterminous end dates.

Benefits and Cost Savings

- This contract provides Departments with flexibility in establishing expenditure plans in support of their business needs.
- Competition among equipment contractors and independent financing contractors for every lease results in good rates.
- A consistent "Request for Quotation" ("RFQ") process is used for each lease request in order to secure fixed quotes from, and ensure competition among, the lease financing contractors.
- The following standardized documents are available for use by all Eligible Entities that acquire IT Asset Lease financing pursuant to this Statewide Contract:
 - General Terms and Conditions;
 - Lease Quote Form; and

- IT Asset Listing Acceptance Form: includes Essential Use Certification and Certificate of Appropriation.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Acquisition Process

Eligible Entities are required to seek quotes from Contractors on this Statewide Contract by referencing Statewide Contract ITC49 and utilizing the Lease Quote Form. The lease rate will be fixed for each lease for the duration of the lease.

Prompt Payment Discount (PPD) is not applicable to this Statewide Contract.

Acquisition Process

- The Eligible Entity requests quotes from contractors on the appropriate IT Asset Statewide Contract(s) for the IT Asset(s) being sought.
- The Eligible Entity selects the quote which represents the best value from among the quotes returned from IT Asset Contractors.
- The Eligible Entity completes the IT Asset Transaction Summary section of the IT Asset Lease Quote Form, including contact information, a description of the IT Asset(s), and the other details requested in the Form.
- The Eligible Entity submits the IT Asset Lease Quote Form along with a copy of the selected best value quote and a completed IT Asset Listing (page 1) on the IT Asset Listing Form to all IT Asset Lease Contractors.
- IT Asset Lease Contractors must respond with lease quotes within five (5) business days from receipt of the IT Asset Lease Quote Form. Contractors may refuse to provide quotes for IT Assets or for a requested lease, but must inform the requesting Eligible Entity of this refusal within five (5) business days.
- Contractor must complete the IT Asset Lease Quote Form to provide the amounts for Term Leases ONLY. Options for fair market value lease-purchase, options for lease-purchase, options for upgrades, and options for early buyouts may not be included.
- Contractors are encouraged to suggest changes to the IT Asset Lease Quote request that will result in a lower lease rate or other cost savings during the term of the lease. The Eligible Entity may choose not to select these changes.
- The Eligible Entity selects the IT Asset Lease Quote that represents the best value and the Authorized Signatory of the Eligible Entity signs and dates the IT Asset Lease Quote form.
- The Eligible Entity provides the executed IT Asset Lease Quote Form to both the IT Asset Contractor and the IT Lease Contractor which are identified on the form. This execution authorizes the IT Asset Lease

Contractor and the IT Asset Contractor to proceed with delivery of the IT Asset(s).

- Upon receipt of all IT Assets subject to the Lease, the Eligible Entity will submit the signed IT Asset Listing Form confirming receipt of the IT Assets and acceptance of the Lease. The Acceptance Date shall be the later of:
 - Date of IT Asset receipt (deemed to be 5 days after IT Asset is shipped from supplier or manufacturer) plus twenty-five (25) calendar days, or
 - Twenty-five (25) calendar days after the Expected Delivery Date indicated on the IT Asset Lease Quote form
- The first lease payment is due no earlier than thirty (30) calendar days after the Acceptance Date.

Additional Information

- Lease payment obligations begin to accrue from the Acceptance Date of the IT Asset.
- IT Assets must be picked up by the Contractor within thirty (30) days of the end of the lease unless otherwise agreed by the parties.
- All IT Asset manufacturers' warranties will be passed through to the Contractor and Eligible Entity.
- For MMARS Accounting Systems Users Only: Commonwealth Departments must make Lease payments through the MMARS Recurring Payment System; for additional information on Recurring Payments, consult with the State Comptroller's Office Recurring Payment Option (RPO) Job Aid, entitled "Create an Encumbrance for Non-Reconciling Recurring Contracts" and which can be found on their intranet site at: http://ctrpartnernet.ctr.state.ma.us:1645/Aosc/docs/How_To/JobAids/EC_J22.doc.
- Eligible Entities gain possession and use of the commodity immediately upon Acceptance and the title remains with the Contractor.

Vendor List and Contact Information

Vendor Name	Vendor Contact	Email	Phone
Advanced Computer Services, Inc.	Craig Anderson	anderson.acs@mac.com	(978) 281-7111
Dell Financial Services L.L.C.	Lynn Madaras	lynn_madaras@dell.com	(512) 728-2518
ePlus Group, inc.	Steve Bland	sbland@eplus.com	(919) 767-2965
Hewlett-Packard Financial Services	Shannon Walker	shannon.walker@hp.com	(973) 697-4690
IBM	Robert Wehmeyer	wehmeyer@us.ibm.com	(518) 487-6525
Ontario Investments, Inc.	James Marsallo	jmarsallojr@ontinv.com	(315) 431-4676
Presidio, INC	Timothy Kehoe	tkehoe@presidio.com	(617) 620-6916

Summary of Where to Obtain Contract Information

To access the contract, including the RFR, related documents, and required forms, please go to the COMMBUYS (www.commbuys.com) website, click on "Contract & Bid Search," then select the "Contracts/Blankets" radio button.

- Enter "ITC49" in the Contract/Blanket Description field
- Select "Statewide Contract" in the Type Code pull-down menu
- Click "Find It"
- Click on the link "C143819-vCurrent"